



(Page 1 of 3)

SSN

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1. Name (Omit spaces, hyphens, Jr., III, etc.)

Last Name- first 16 letters

First Name- first 10 letters

MI

2. Date of Birth

Month

Day

Year

<div></div>	<div></div>	<div></div>	<div></div>	<div>1</div>	<div>9</div>	<div></div>	<div></div>
<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>●</div>	<div>0</div>	<div>X</div>	<div>0</div>
<div>1</div>	<div>1</div>	<div>1</div>	<div>1</div>	<div>○</div>	<div>●</div>	<div>X</div>	<div>1</div>
	<div>2</div>	<div>2</div>	<div>2</div>			<div>X</div>	<div>2</div>
	<div>3</div>	<div>3</div>	<div>3</div>			<div>X</div>	<div>3</div>
	<div>4</div>	<div>4</div>	<div>4</div>			<div>X</div>	<div>4</div>
	<div>5</div>	<div>5</div>	<div>5</div>			<div>X</div>	<div>5</div>
	<div>6</div>	<div>6</div>	<div>6</div>			<div>6</div>	<div>6</div>
	<div>7</div>	<div>7</div>	<div>7</div>			<div>7</div>	<div>7</div>
	<div>8</div>	<div>8</div>	<div>8</div>			<div>8</div>	<div>8</div>
	<div>9</div>	<div>9</div>	<div>9</div>				<div>9</div>

3. Social Security Number

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0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

4. Gender

☐ Female

○ Male

5. Disabled Code

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0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

6. Undergraduate
Major Code

Page 10

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

7. Graduate
Major Code

--	--	--

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

8. Grade Point Average

Under-

Graduate

Graduate		

0	1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---	---

Graduate

	•	
0		0
1		1
2		2
3		3
4		4
		5
		6
		7
		8

9. Years of Military Service

[illegible]

0	0
1	1
2	2
3	3
	4
	5
	6
	7
	8

10. When Did You Become Interested in the Foreign Service as a Career?

☐ In High School

☐ In College

☐ In Graduate School

○ After Finishing School

☐ Other

11. Previous FSO Examination Experience?

☐ Yes

☐ No



(Page 2 of 3)

SSN

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☐ American Indian/Alaskan Native
☐ Asian/Pacific Islander
☐ Black, not Hispanic origin
☐ Hispanic
☐ White, not Hispanic origin



(Page 3 of 3)

SSN

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24. State of Permanent Residence

[illegible]**29. Work Telephone Number**[illegible][illegible]

25. Zip/Postal Code

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

26. Is your Current Address Foreign?

☐ Yes ☐ No

27. If telephone number is foreign, please print number clearly inside boxed area (include country code).

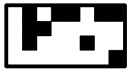
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30. AFFIRMATION: I am a bona fide applicant to pursue a Foreign Service Career. Subject to the penalties provided in 18USC1001 for making false statements to a U.S. government agency, I certify that I will be at least 21 years of age on the closing date of this announcement, that I am a U.S. citizen, and that all of the information provided on this form is correct.

(Sign your name as you would a legal document.)

Date _____

Month	Day	Year
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24644

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Diplomacy Fellows Program Minimum Eligibility Form

Page 1 of 1

INSTRUCTIONS: Please answer the following questions.

1. Are you a U.S. citizen?	<input type="radio"/> YES <input type="radio"/> NO
2. Will you agree to serve at any US Foreign Service post to which you may be assigned?	<input type="radio"/> YES <input type="radio"/> NO
3. Are you now between 20 and 59 years old?	<input type="radio"/> YES <input type="radio"/> NO
4. Have you ever been separated, or resigned or retired in lieu of separation, from the Foreign Service because of one of the following Foreign Service Act provisions: Maximum time in class limitations (section 607), failure to meet performance standards (section 608), due cause (section 610), termination of one's limited appointment (section 612), or failure to receive a career appointment (section 306)?	<input type="radio"/> YES <input type="radio"/> NO
5. Since January 1, 1996, have you completed all obligations, including service <i>at the Department of State or one of its overseas posts</i> , for any one of the graduate fellowship programs listed below; or, if not, do you expect to complete such obligations before March 31, 2002? <ul style="list-style-type: none">· American Association for the Advancement of Science (AAAS) Diplomacy Fellows· Boren (National Security Education Program) Fellows· Fascell Fellows· Pickering (Graduate Foreign Affairs) Fellows· Presidential Management Interns (PMI)	<input type="radio"/> YES <input type="radio"/> NO
6. Have you submitted all the documentation that is listed in the Vacancy Announcement, that is, under PROCEDURES FOR APPLYING?	<input type="radio"/> YES <input type="radio"/> NO



23872

General Knowledge - All Career Track Questionnaire

(All applicants must complete this section and must choose one Career Track option.)

SSN

Page 1 of 1

Note: Read through all program application materials before completing this form.	Select one State Department Career Track	
	<input type="radio"/> Administrative <input type="radio"/> Consular <input type="radio"/> Economic <input type="radio"/> Political <input type="radio"/> Public <input type="radio"/> Diplomacy	
Knowledge	Knowledge Level	Knowledge Source
	No Knowledge (1)	Read/Personal Interest (1)
	Understand General Issues (2)	On-the-Job Experience (2)
	Contribute/Train Novices (3)	Non-Academic Training (3)
	Teach Undergrad/Train Entry (4)	Undergraduate Courses (4)
	Teach Grad/Train Prof. (5)	Graduate Courses (5)
	Write Book (6)	
1. Basic computer functions (e.g., word processing, printing documents, data entry, basic spreadsheets).	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
2. Basic E-mail functions (e.g., creating, sending, forwarding, printing, managing messages).	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
3. English grammar and usage.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
4. Principles of public speaking.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
5. Principles of good writing.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
6. The impact and interpretation of key historical events in world history.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
7. The impact and interpretation of major events, institutions, and movements in United States history, such as the Declaration of Independence, Constitutional Convention, Institution of Slavery, Civil War, Great Depression, and Civil Rights Movement.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
8. Trends in U.S. society, including changing women and minority roles, demographic shifts, pattern of immigration, information age, and social philosophy.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
9. The location of countries and significant physical/geographical features, such as oceans or mountains.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
10. The structure of the U.S. political system and its role in the governmental structure, including the separation of powers, functions of cabinet departments, law-making, and the appropriations process.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
11. U.S. national interests and objectives pursued abroad, including human rights, narcotics control, and promotion of U.S. trade.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
12. Management principles such as appropriate work delegation, supervision of subordinates, and application of EEO laws and recognition of EEO issues.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)

U.S. Department of State
Instructions for Completing Application for Employment

Carefully Read the Following Instructions and the Vacancy Announcement Before You Complete this Application

- THIS APPLICATION IS REQUIRED FOR CERTAIN EMPLOYMENT OPPORTUNITIES IN THE DEPARTMENT OF STATE. TYPE OR PRINT CLEARLY IN BLACK INK. NOTE: Illegible statements on the application form may hinder full consideration of your application. Data on the application form are read by computer. Using care while filling in the form will speed processing of your application. **TYPING IS PREFERRED.** If you plan to type this application, **first fill in the "bubble" fields (items #10, 11, 12, etc.) with black ink.** If you plan to handwrite, print carefully and close letters, following the examples below.

Shade circles like this: ☐

Not like this: ☐ ☒

Before completing this application, determine from the appropriate office if applications are being accepted for the position in which you have an interest and, if so, obtain a vacancy announcement from that office. In addition to describing the job, the announcement will help you determine if you have the appropriate qualifications and how to present them, advise whether any additional application documents are needed, and explain how to submit the application and any supplemental documents.

You **must submit at least** the following parts of this application (refer to the vacancy announcement for complete instructions on what to submit): one Page 3, one Page 4, and one Page 5. On **each** Page 4 and 5 you submit, enter your Social Security Number and up to the first 18 characters of your last name. You may submit more than one Page 4 depending on the number of experience blocks you need, but only one Page 5.

When completing date (except item # 18- "Date of Diploma/GED" and items #19 & 20 - "Date of Degree"), use the following format: 03-08-1994.

Answer all questions fully and correctly. Otherwise, you may delay the review of your application and exclude yourself from consideration for employment. See the vacancy announcement for the fax number and/or mailing instructions and for any required additional submissions and attachments. You **must** keep a copy of this application with an **original signature**. At some point in the selection process, you may be asked to submit original copies of your application and attachments. If you plan to make copies of your application, we suggest you leave items #9, 24 and 25 blank, so you can use this application for future vacancies. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**

SPECIFIC INSTRUCTIONS

Page 3

#5. If applicable, include your apartment number at the end of your street address.

#6, 7. Include area codes for all phone numbers. Use the following format: 202-555-1234.

#12. If you are a male and were born prior to December 31, 1959, you should **NOT** answer item # 12.

#13. DO NOT LEAVE ITEM #13 BLANK. If you do not claim veterans' preference, darken the "No Preference" circle. You **cannot** receive veterans' preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, **unless** you are disabled or retired from the active military Reserve. To receive veterans' preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veterans' Preference Act. Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veterans' preference.

To qualify for preference, you must meet ONE of the following conditions:

1. Served on active duty anytime between December 7, 1941 and July 1, 1955; (If you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet condition 2, below.) **or**
2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 **and** who served more than 180 days; **or**
3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 **and** received a Campaign Badge or Expeditionary Medal or are a disabled veteran; **or**
4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 **and**:
 - a. Completed 24 months of continuous active duty, or the full period called, or ordered to active duty, or were discharged under 10 U.S.C. 1171, or for hardship under 10 U.S.C. 1173, **and** received or were entitled to receive a Campaign Badge or Expeditionary Medal; **or**
 - b. Are a disabled veteran.

If you meet one of the previous four conditions, you qualify for 5-Point Preference. If you want to claim 5-Point Preference and do not meet the requirements for 10-Point Preference, darken the circle next to "5-Point Preference."

U.S. Department of State
Instructions for Completing Application for Employment (Con't)

(Item #13 continued)

If you think you qualify for "10-Point Preference", review the requirements described in Standard Form (SF) 15, Application for 10-Point Veterans' Preference. The SF-15 is available from any Federal Job Information Center. If you claim "10-Point Preference", darken the circle next to "10-Point Preference." The 10-Point Preference groups are:

- Non-Compensably Disabled or Purple Heart Recipient.
- Compensably Disabled (less than 30%).
- Compensably Disabled (30% or more).
- Spouse, Widow(er) or Mother of a deceased or disabled veteran.

To receive "10-Point Preference", you must send in a completed SF-15 with the proof requested in the SF-15.

#16, 17. Darken only one circle per item. For # 16, indicate the highest level of education you have completed. For # 17, darken the circle that most closely indicates your present status.

#18, 19, 20. List the most recently attended schools for each of these items. On Page 5, you have more space to list schools where you received additional degrees or certificates, such as from Vocational/Technical programs. Use the following format for "Date of Diploma/GED" and "Date of Degree": mm-yyyy (e.g. 04-1994). For "Date From" and "Date To" use mm-yyyy (e.g. 04-2000).

#22. Rate your proficiency for speaking and reading languages other than English. Be sure to include the two languages in which you have the highest proficiencies. If you wish to list more than two languages in which you have proficiency, give details in the "Continued Items" area on Page 5. Rate your proficiency using the codes listed below:

Proficiency Code	Speaking Definitions	Reading Definitions
0-No Practical Proficiency	No practical speaking proficiency	No practical reading proficiency
1-Elementary Proficiency	Able to satisfy routing travel needs and minimum courtesy requirements.	Able to read some personal and place names, street signs, office and shop designations, numbers and isolated words and phrases
2-Limited Working Proficiency	Able to satisfy routine social demands and limited work requirements.	Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context.
3-Minimum Professional Proficiency	Able speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.	Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.
4-Full Professional Proficiency	Able to use the language fluently and accurately on all levels pertinent to professional needs.	Able to read all styles and forms of the language pertinent to professional needs.
5-Native or Bilingual Proficiency	Equivalent to that of an educated native speaker	Equivalent to that of an educated native.

Pages 4 & 5

Fill in your employment, unemployment, and education activities, **beginning with the present and working backwards 10 years**. Label each experience with a consecutive letter (A, B, C, D, etc.) beginning with the letter "A" in the first "Experience Block". **INCLUDE ALL:** full-time work, part-time work, temporary work, paid work, unpaid work, active military duty, self-employment, periods of unemployment, educational activities (for unpaid activities, leave the salary blocks blank). You may also include any other experience prior to the past 10 years which you feel would be relevant to the position for which you are applying. If you had a significant change of duties or responsibilities while you worked for the same employer, describe each major change as a separate experience. If specific experience continues to the present, darken the circle for "Present" **and do not fill in the "Date To" blocks**.

PRIVACY ACT STATEMENT

Section 1104 of Title 5 of the U.S. Code allows Federal agencies to rate applicants for Federal jobs. We need the information you put on this application form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

Executive Order 9397 authorizes solicitation of your Social Security Number (SSN) for use as an identifier in personnel records management, thus ensuring proper identification of applicants throughout the selection and employment process. The information we collect by using your SSN will be used for employment purposes and also may be used for studies, statistics, and computer matching to benefit payment files. Furnishing your SSN or any of the other data specified in the vacancy announcement, is voluntary. However, failure to do so may prevent timely processing of your application or may prevent consideration for the vacancy.

Note: If you receive the application form by fax and the four corner boxes are cut off at the top or bottom of any page, please contact the sending office to resend the fax or request a form by mail. The form may not read properly if the boxes are not intact.



U.S. Department of State
Application for Employment

*OMB Approved No. 1400-0007
Expires 10-31-2001
Estimated Burden 30 Minutes

<input type="radio"/> Mr. 1. Name (Last, First, Middle) <input type="radio"/> Mrs. <input type="radio"/> Ms. _____											
2. Other Names Ever Used (maiden, nicknames, etc.) _____		3. Date of Birth (mm-dd-yyyy) _____	4. Social Security Number _____								
5. Current Address (include apartment number, if any) _____											
5a. City _____	5b. State (2 Letters) _____	5c. ZIP/Postal Code (ZIP +4) _____	5d. E-Mail Address _____								
5e. Country (if not United States) _____		6. Current Home Phone (include Area Code) _____	6a. Current Work Phone (include Area Code) _____								
7. Permanent Address (include apartment number, if any) _____											
7a. Permanent City _____		7b. State (2 Letters) _____	7c. ZIP/Postal Code (ZIP +4) _____								
7d. Permanent Country (if not United States) _____		7e. Permanent Home Phone (include Area Code) _____									
8. Indicate Title, Position or Program you are applying for. _____		Job Announcement Number _____	9. Lowest Acceptable Annual Salary Or Grade Level _____								
10. Are you available for: (Select all appropriate) <input type="radio"/> Full-Time? <input type="radio"/> Shift Work? <input type="radio"/> Temporary/Part-Time? <input type="radio"/> Flexible Work Schedule? <input type="radio"/> Overtime? <input type="radio"/> World Wide Assignment?		11. Are you a U.S. Citizen? <input checked="" type="radio"/> <input type="radio"/> Is your spouse/cohabitant a U.S. Citizen? <input checked="" type="radio"/> <input type="radio"/> If "NO", enter the country of his/her citizenship. _____									
		12. If you are a male born after December 31, 1959, have you registered with the Selective Service? <input checked="" type="radio"/> <input type="radio"/>									
		13. Veteran's Preference <input type="radio"/> No Preference <input type="radio"/> 5-Point Preference <input type="radio"/> 10-Point Preference									
14. Were you ever employed as a civilian by the Federal Government? If "YES" mark all that apply. <input type="radio"/> Temporar <input type="radio"/> Career-Conditiona <input type="radio"/> Career <input type="radio"/> Excepted Do you receive, or have you ever applied for retirement pay, pension or other pay based on military, Federal civilian, or District of Columbia Government service? <input checked="" type="radio"/> <input type="radio"/>		15. Do you have a relative working for the Agency for which you are applying? If "YES", give details on Page 5. <input checked="" type="radio"/> <input type="radio"/>									
		16. Highest Education Level Completed <input type="radio"/> 10 <input type="radio"/> College: 2 <input type="radio"/> Graduate Studies <input type="radio"/> 11 <input type="radio"/> College: 3 <input type="radio"/> Masters <input type="radio"/> 12/GED <input type="radio"/> College: 4 <input type="radio"/> Professional Degree <input type="radio"/> Vo/Tech Prog. <input type="radio"/> College: AA <input type="radio"/> JD/other law degree <input type="radio"/> College: 1 <input type="radio"/> College: BA/BS <input type="radio"/> Doctorate									
		17. Current Student Status <input type="radio"/> Full-Time Student <input type="radio"/> Part-Time Student <input type="radio"/> Not a Student									
18. High School Name _____		City, State, ZIP Code _____ Date of Diploma/GED (mm-yyyy) _____									
19. Undergraduate Institution _____ Date of Degree (mm-yyyy) _____		20. Graduate Institution _____ Date of Degree (mm-yyyy) _____									
City, State, ZIP Code, Country (if not U.S.) _____		City, State, ZIP Code, Country (if not U.S.) _____									
Grade Point Avg. (on 4.0 scale) _____		Grade Point Avg. (on 4.0 scale) _____									
Major _____ Minor _____ Number of credit hours completed _____		Major _____ Minor _____ Number of credit hours completed _____									
Date From (mm-yyyy) _____ Date To (mm-yyyy) _____ <input type="radio"/> Quarter hours completed <input type="radio"/> Semester hours completed		Date From (mm-yyyy) _____ Date To (mm-yyyy) _____ <input type="radio"/> Quarter hours completed <input type="radio"/> Semester hours completed									
21. Do you have or have you had a Security Clearance? <input checked="" type="radio"/> <input type="radio"/> If "YES", what type of clearance and who issued the clearance? _____ _____		22. First Foreign Language Proficiency (See Codes Page 2) _____ Second Foreign Language Proficiency (See Codes Page 2) _____									
		Speaking Proficiency Reading Proficiency Speaking Proficiency Reading Proficiency <table border="1" style="display: inline-table; margin-right: 10px;"><tr><td>S</td><td></td></tr></table> <table border="1" style="display: inline-table; margin-right: 10px;"><tr><td>R</td><td></td></tr></table> <table border="1" style="display: inline-table; margin-right: 10px;"><tr><td>S</td><td></td></tr></table> <table border="1" style="display: inline-table;"><tr><td>R</td><td></td></tr></table>		S		R		S		R	
S											
R											
S											
R											
23. List any special skills (e.g. computer), experiences, current licenses, honors, awards, special accomplishments, and/or training (with date completed) relating to the position for which you are applying. Continue on Page 5, if necessary. _____ _____ _____		24. Original Signature (SIGN IN INK) I certify that all of the information on and attached to this application is true, correct, complete, and made in good faith. _____ _____									
		25. Date Signed (mm-dd-yyyy) _____									

*The response time is an estimated average including the time needed to look for, get and provide the information required. You do not have to provide the information requested if the OMB approval has expired. We would appreciate any comments on the estimated responses and cost burdens, and recommendations for reducing them. Please send your comments to A/RPS/DIR, U.S. Department of State, Washington, DC 20520.

U.S. Department of State
Application for Employment (Con't)

Social Security Number		Last Name			
Experience Block <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div>	Type of Experience <input type="radio"/> Paid <input type="radio"/> Unpaid <input type="radio"/> Unemployed <input type="radio"/> Education	Full-Time/Part-Time <input type="radio"/> Full-Time <input type="radio"/> Part-Time If P/T, hours per week <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px;"></div>	Exact Title of Your Job <div style="border: 1px solid black; width: 200px; height: 40px; margin: 5px;"></div> Date From (mm-dd-yyyy) _____	Starting Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr If present experience, darken circle and leave "Date To" blank. <input type="radio"/> Present	Ending Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr Date To (mm-dd-yyyy) _____
Employer's Name and Address (include ZIP Code, if known)			If Federal employment, civilian or military, list series, grade or rank, and if promoted in this job, indicate the date of your last promotion. Supervisor's Name, Area Code and Telephone Number		
Describe your duties and accomplishments (include any knowledge, skills, and abilities listed in the vacancy announcement that you have gained from this work experience).					

Experience Block <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div>	Type of Experience <input type="radio"/> Paid <input type="radio"/> Unpaid <input type="radio"/> Unemployed <input type="radio"/> Education	Full-Time/Part-Time <input type="radio"/> Full-Time <input type="radio"/> Part-Time If P/T, hours per week <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px;"></div>	Exact Title of Your Job <div style="border: 1px solid black; width: 200px; height: 40px; margin: 5px;"></div> Date From (mm-dd-yyyy) _____	Starting Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr If present experience, darken circle and leave "Date To" blank. <input type="radio"/> Present	Ending Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr Date To (mm-dd-yyyy) _____
Employer's Name and Address (include ZIP Code, if known)			If Federal employment, civilian or military, list series, grade or rank, and if promoted in this job, indicate the date of your last promotion. Supervisor's Name, Area Code and Telephone Number		
Describe your duties and accomplishments (include any knowledge, skills, and abilities listed in the vacancy announcement that you have gained from this work experience).					

Application for Employment (Con't)

Social Security Number		Last Name			
Experience Block <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px auto;"></div>	Type of Experience	Full-Time/Part-Time	Exact Title of Your Job	Starting Salary	Ending Salary
	<input type="radio"/> Paid	<input type="radio"/> Full-Time		_____	_____
	<input type="radio"/> Unpaid	<input type="radio"/> Part-Time If P/T, hours per week		_____	_____
	<input type="radio"/> Unemployed	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>		_____	_____
<input type="radio"/> Education			Date From (mm-dd-yyyy)	To	Date To (mm-dd-yyyy)
			If present experience, darken circle and leave "Date To" blank. <input type="radio"/> Present		
Employer's Name and Address (include ZIP Code, if known)				If Federal employment, civilian or military, list series, grade or rank, and if promoted in this job, indicate the date of your last promotion.	
				Supervisor's Name, Area Code and Telephone Number	
Describe your duties and accomplishments (include any knowledge, skills, and abilities listed in the vacancy announcement that you have gained from this work experience).					
Continued Items from Page 3					
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">Item 15 continued. Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.</div><div style="width: 48%;">Items 19 & 20 continued. Other schools and/or certificate programs where degrees were received or vocational, technical or armed forces schools where certificates were received and not listed in blocks #19 or 20. Include all information as requested in blocks #19 & 20.</div></div>					
Name			Relationship		
Item 22 continued.					
Language			Speaking Proficiency Reading Proficiency		
Item 23 continued. List special skills, awards, accomplishments and/or training .					
AUTHORIZATION TO FURNISH INFORMATION I hereby authorize the Department of State to furnish to any organization or individual who is a potential funding source or organization all the information I have furnished on this form, any official financial aid statement from any college or university, and any other information I have provided with respect to my application for an internship with the Department of State.					
_____ Signature					
_____ Date (mm-dd-yyyy)					

U.S. Department of State
Application for Employment (Con't)
Employment Data

General instructions: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pen. Be sure to read each item thoroughly before completing this form.

<input type="radio"/> Mr. 1. Name (<i>Last, First, Middle</i>) <input type="radio"/> Mrs. <input type="radio"/> Ms. _____							
2. Social Security Number _____	3. Position for which you are applying _____						
4. Job Announcement Number _____	5(a). Is this a Student Program position? <input type="radio"/> Y <input type="radio"/> N (b). If "YES", do you intend to enroll or continue to be enrolled in a college or university immediately after completing the program? <input type="radio"/> Y <input type="radio"/> N						
6. Have you ever taken the Foreign Service Officer Examination? <input type="radio"/> Y <input type="radio"/> N	7. Race and Ethnicity Identification (Voluntary). The race and ethnic categories for federal statistics and administrative reporting are defined below. Please identify yourself in terms of one or more of the following categories by filling in the appropriate circle(s). <table style="width: 100%;"><tr><td><input type="radio"/> (1) American Indian or Alaska Native.</td><td><input type="radio"/> (4) Hispanic or Latino</td></tr><tr><td><input type="radio"/> (2) Asian</td><td><input type="radio"/> (5) Native Hawaiian or Other Pacific Islander</td></tr><tr><td><input type="radio"/> (3) Black, or African American</td><td><input type="radio"/> (6) White</td></tr></table>	<input type="radio"/> (1) American Indian or Alaska Native.	<input type="radio"/> (4) Hispanic or Latino	<input type="radio"/> (2) Asian	<input type="radio"/> (5) Native Hawaiian or Other Pacific Islander	<input type="radio"/> (3) Black, or African American	<input type="radio"/> (6) White
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<input type="radio"/> (2) Asian	<input type="radio"/> (5) Native Hawaiian or Other Pacific Islander						
<input type="radio"/> (3) Black, or African American	<input type="radio"/> (6) White						

Note: Race is defined by the Equal Employment Opportunity Commission as follows:

- | | |
|--|---|
| 1. American Indian or Alaska Native | A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| 2. Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| 3. Black, or African American | A person having origins in any of the black racial groups of Africa. This category includes terms such as "Haitian" or "Negro" as well as "Black or African American." |
| 4. Hispanic or Latino | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. This category includes the term "Spanish origin," as well as "Hispanic or Latino." |
| 5. Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of a Hawaii, Guam, Samoa, or other Pacific Islands. |
| 6. White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

8. Do you have a Disability? (Voluntary). ☐ Y ☐ N Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only. While self-identification is voluntary, your cooperation in providing accurate information is critical. (see Page 7 for codes)

Definition of a Disability: A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those disabilities that are to be reported are listed on page 7. In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation on this job.

<p>9. If employed, describe Field of Work. (Mark the appropriate circle(s))</p> <table style="width: 100%;"><tr><td><input type="radio"/> Administrative/Management</td><td><input type="radio"/> Media/Journalism</td></tr><tr><td><input type="radio"/> Economics/Marketing</td><td><input type="radio"/> Fine Arts</td></tr><tr><td><input type="radio"/> Banking/Finance</td><td><input type="radio"/> Scientific/Technical</td></tr><tr><td><input type="radio"/> International Trade</td><td><input type="radio"/> Clerical and Related</td></tr><tr><td><input type="radio"/> Law</td><td><input type="radio"/> Sales/Service</td></tr><tr><td><input type="radio"/> Teaching</td><td><input type="radio"/> Military</td></tr><tr><td><input type="radio"/> Federal Government</td><td><input type="radio"/> Other</td></tr><tr><td><input type="radio"/> Foreign Affairs</td><td></td></tr></table> <p style="text-align: center;">_____ (Please specify)</p>	<input type="radio"/> Administrative/Management	<input type="radio"/> Media/Journalism	<input type="radio"/> Economics/Marketing	<input type="radio"/> Fine Arts	<input type="radio"/> Banking/Finance	<input type="radio"/> Scientific/Technical	<input type="radio"/> International Trade	<input type="radio"/> Clerical and Related	<input type="radio"/> Law	<input type="radio"/> Sales/Service	<input type="radio"/> Teaching	<input type="radio"/> Military	<input type="radio"/> Federal Government	<input type="radio"/> Other	<input type="radio"/> Foreign Affairs		<table style="width: 100%;"><tr><td style="width: 50%;">10. Years of Full-Time Work Experience </td><td style="width: 50%;">11. Years of Overseas Experience </td></tr><tr><td colspan="2" style="padding: 5px;">12. Overseas Experience</td></tr><tr><td><input type="radio"/> Student</td><td><input type="radio"/> Military</td></tr><tr><td><input type="radio"/> Dependent</td><td><input type="radio"/> Government</td></tr><tr><td><input type="radio"/> Peace Corps</td><td><input type="radio"/> Other</td></tr><tr><td colspan="2" style="text-align: center;">_____ (Please specify)</td></tr></table>	10. Years of Full-Time Work Experience 	11. Years of Overseas Experience 	12. Overseas Experience		<input type="radio"/> Student	<input type="radio"/> Military	<input type="radio"/> Dependent	<input type="radio"/> Government	<input type="radio"/> Peace Corps	<input type="radio"/> Other	_____ (Please specify)	
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13. How did you learn about the job for which you are applying? (You may select up to 3 choices)
- | | | |
|--|---|--|
| <input type="radio"/> Private Information Service | <input type="radio"/> Poster | <input type="radio"/> Federal, State or Local Job Information Center |
| <input type="radio"/> Magazine | <input type="radio"/> Private Employment Office | <input type="radio"/> Religious organization |
| <input type="radio"/> Newspaper | <input type="radio"/> State Employment Office (Job Service) | <input type="radio"/> School or College Counselor or other official |
| <input type="radio"/> Radio | <input type="radio"/> Agency Personnel Dept. (Bulletin Board or Other Announcement) | <input type="radio"/> Friend or Relative Working for Agency |
| <input type="radio"/> TV | <input type="radio"/> Agency or other Federal Government Recruitment at School or College | <input type="radio"/> Friend or Relative not Working for Agency |
| <input type="radio"/> Other (Please specify) _____ | | |

U.S. Department of State

Application for Employment (Con't)

Employment Data Self-Identification of Disability

<p>01. I do not wish to identify my disability.</p> <p>05. I do not have a disability.</p> <p>06. I have a disability but it is not listed below.</p> <p>SPEECH IMPAIRMENTS</p> <p>13. Severe speech malfunction or inability to speak; hearing is normal (Example: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryneectomy [removal of the "voice box"])</p> <p>HEARING IMPAIRMENTS</p> <p>15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)</p> <p>16. Total deafness in both ears, with understandable speech</p> <p>17. Total deafness in both ears, and unable to speak clearly.</p> <p>VISION IMPAIRMENTS</p> <p>22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to extent that mobility is affected -"Tunnel vision")</p> <p>23. Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)</p> <p>24. Blind in one eye</p> <p>25. Blind in both eyes (No usable vision, but may have some light perception)</p> <p>MISSING EXTREMITIES</p> <p>27. One hand</p> <p>28. One arm</p> <p>29. One foot</p> <p>32. One leg</p> <p>33. Both hands or arms</p> <p>34. Both feet or legs</p> <p>35. One hand or arm and one foot or leg</p> <p>36. One hand or arm and both feet or legs</p> <p>37. Both hands or arms and one foot or leg</p> <p>38. Both hands or arms and both feet or legs.</p> <p>NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.</p> <table style="width: 100%;"> <tr> <td>44. One or both hands</td> <td>47. One or both legs</td> </tr> <tr> <td>45. One or both feet</td> <td>48. Hip or pelvis</td> </tr> <tr> <td>46. One or both arms</td> <td>49. Back</td> </tr> <tr> <td colspan="2">57. Any combination or two or more parts of the body</td> </tr> </table> <p>PARTIAL PARALYSIS (Because of brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.</p> <table style="width: 100%;"> <tr> <td>61. One hand</td> <td>64. Both hands</td> </tr> <tr> <td>62. One arm, any part</td> <td>65. Both legs, any part</td> </tr> <tr> <td>63. One leg, any part</td> <td>66. Both arms, any part</td> </tr> </table>	44. One or both hands	47. One or both legs	45. One or both feet	48. Hip or pelvis	46. One or both arms	49. Back	57. Any combination or two or more parts of the body		61. One hand	64. Both hands	62. One arm, any part	65. Both legs, any part	63. One leg, any part	66. Both arms, any part	<table style="width: 100%;"> <tr> <td>67. One side of body, including one arm and one leg</td> <td>68. Three or more major major parts of the body (arms and legs)</td> </tr> </table> <p>COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p> <table style="width: 100%;"> <tr> <td>70. One hand</td> <td>76. Lower half of body, including legs.</td> </tr> <tr> <td>71. Both hands</td> <td>77. One side of body, including one arm and one leg.</td> </tr> <tr> <td>72. One arm</td> <td>78. Three or more major parts of the body (arms and legs)</td> </tr> <tr> <td>73. Both arms</td> <td></td> </tr> <tr> <td>74. One leg</td> <td></td> </tr> <tr> <td>75. Both legs</td> <td></td> </tr> </table> <p>OTHER IMPAIRMENTS</p> <p>80. Hear disease with no restriction or limitation of activity (History or heart problems with complete recovery)</p> <p>81. Heart disease with restriction or limitation of activity</p> <p>82. Convulsive disorder (e.g., epilepsy)</p> <p>83. Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)</p> <p>84. Diabetes</p> <p>86. Pulmonary respiratory disorders (e.g., tuberculosis, emphysema, asthma)</p> <p>87. Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required)</p> <p>88. Cancer-a history of cancer with complete recovery</p> <p>89. Cancer-under surgical and/or medical treatment</p> <p>90. Mental retardation (A chronic and lifelong condition involving a limited ability to learn to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A</p> <p>91. Mental or emotional illness (A history of treatment for mental or emotional problems.</p> <p>92. Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back])</p> <p>93. Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc])</p> <p>94. Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia).</p>	67. One side of body, including one arm and one leg	68. Three or more major major parts of the body (arms and legs)	70. One hand	76. Lower half of body, including legs.	71. Both hands	77. One side of body, including one arm and one leg.	72. One arm	78. Three or more major parts of the body (arms and legs)	73. Both arms		74. One leg		75. Both legs	
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